

BASIC PRESERVATION TIPS FOR LIBRARIES

Presented by:
Liz Moore, Senior Archivist
Nevada State Archives

NEVADA STATE ARCHIVES HOLDINGS



Executive Branch

Constitutional Officers

State Agencies



Genealogical Interest

Inmate Files

Children's Home Records

Military – World War I & II Service
Cards



Legislative & Judicial

Bills and Committee Minutes

Supreme Court Case Files pre-1930s

Preservation—The protection of cultural property through activities that minimize chemical and physical deterioration and damage and that prevent loss of informational content. The primary goal of preservation is to prolong the existence of cultural property.

Conservation—The profession devoted to the preservation of cultural property for the future. Conservation activities include examination, documentation, treatment, and preventive care, supported by research and education.

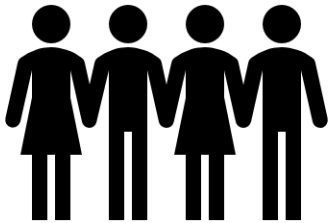
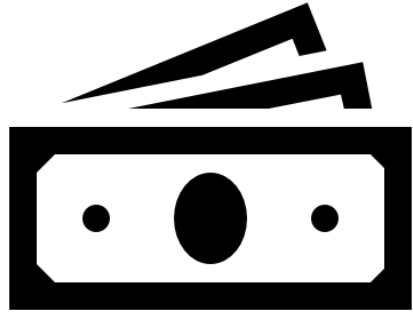
From: The American Institute for Conservation of
Historic and Artistic Works (AIC) [Definitions of
Conservation](#)

LIBRARY ITEMS

- Circulating collection, newspapers, magazines
- Historical manuscripts, oral histories, family journals/diaries, etc.
- The library “archives” – history of the library and/or library system



Long Room, Trinity College
Dublin, Ireland



**WHERE TO
START?**

Books



Newspapers

Magazines



Microfilm

GDs/DVDs/Games

REGULARLY USED & CIRCULATING ITEMS



- Signage
- Staff Interactions
- Giveaway Items

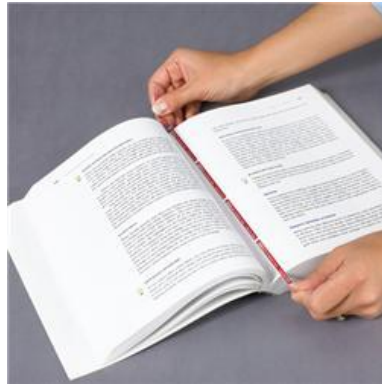
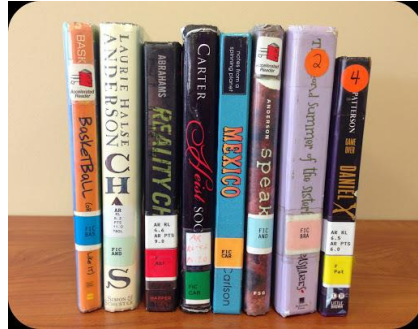
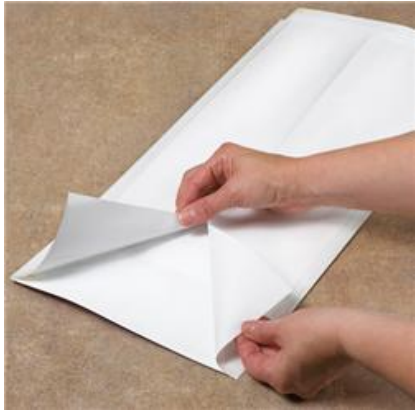
PATRON EDUCATION

A DAY IN THE LIFE OF A LIBRARIAN



A Day in the Life of a Librarian

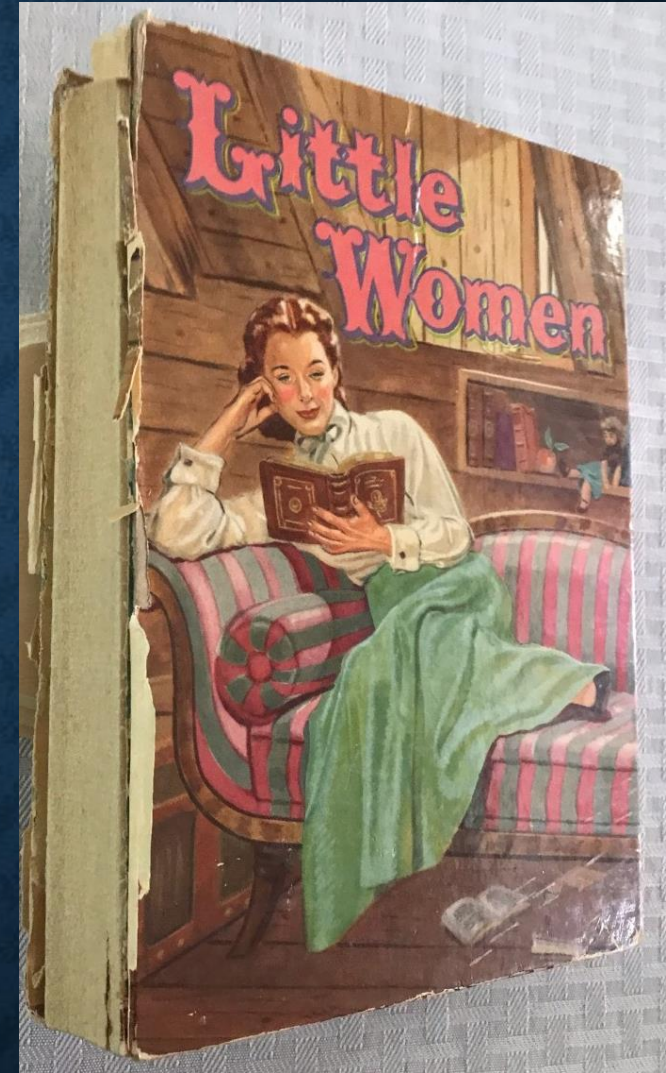
PROPER HANDLING



- Dust Jackets
- Labeling
- Security Devices



SHELVING & REMOVAL FROM SHELF



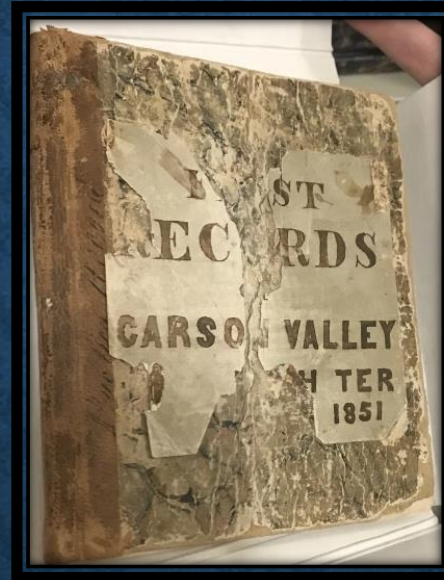


OTHER ACCESS OPTIONS

NON-CIRCULATING ITEMS OF HISTORIC VALUE

Diaries & Journals

Bound Newspapers



Photographs



Costumes from

The Tudors

Christ Church Cathedral has been used for filming for many years. One of the longest running TV programmes filmed in the cathedral was 'The Tudors'.

Over a period of four years, 'The Tudors' was filmed in locations around Ireland, including Christ Church Cathedral, Dublin Castle, Kilruddy House and Ardmore Studios. The series was based around the reign of King Henry VIII and starred Jonathan Rhys Meyers as the King.

As well as Rhys Meyers, many Irish actors had parts in 'The Tudors' including Peter O'Toole, Maria Doyle Kennedy, Nick Dunning, Padraic Delaney, Sarah Bolger and Bosco Hogan.

The cathedral provided a perfect backdrop for weddings, coronations and baptisms. Meanwhile the crypt was used for burials, taverns and as the interior of the Tower of London.

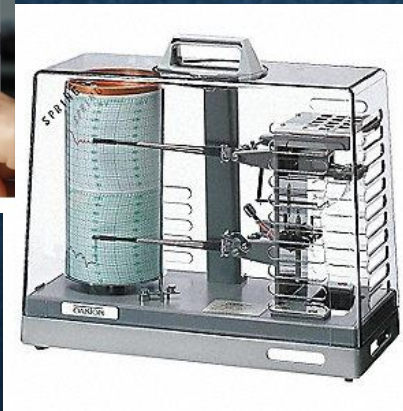
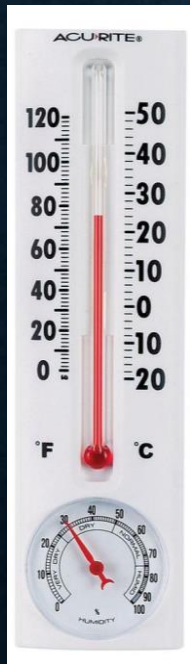


EPHEMERA



Environmental controls are vital!

Temperature



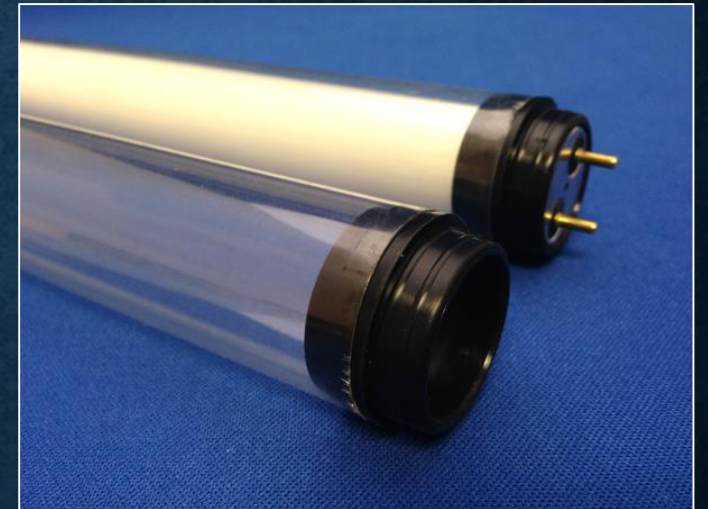
Humidity

Pest Control





ENVIRONMENT - LIGHTING



Maxim. Roberts Brothers' Publications.

BITS OF TRAVEL AT HOME.

Dr. H. H.

Equation class. Cloth, red edges. Price \$1.25.

Misses, Robert Brothers' Publications.

VERSES.

De 14. 11.

*Second New Enlarged Edition. Spines clean. Clipping
with "Site of Tomb." Price \$1.00.*

It was written in the early 1960s. It was one of the first of the "new" books, and it was a book that was written by a man who was a member of the Communist Party. It was a book that was written by a man who was a member of the Communist Party. It was a book that was written by a man who was a member of the Communist Party.

¹ A deluged book to the chosen folk nation of "Greece" by H. W. ...
... of the
... ..
... ..

The record of this last year alone is proof in itself, according perhaps to no other source, of the living American living people. However the people of a nation and their civilization have been the standard by which the world will judge of a nation's future, and none so strongly as the people of this.

the fact that the *U. S. S. R.* is a member of the United Nations, and that the *U. S. S. R.* is a member of the United Nations, and that the *U. S. S. R.* is a member of the United Nations.

¹ See nothing in particular tells the world beyond numbers in the social world. I guess I am more thoughtful. My attitude towards politics has been to look at it as a game, and play the game as well as I can. I have seen all kinds of people who are interested, and some of them are very good. I have seen many people who are very good. I have seen many people who are very good.

but English writers, writing from a different point of view, have usually taken to the term "transmission" in a much more general and loose sense. The following sentence is given by one of the English authors in connection with the study of the transmission of the β ray in the carbon:

Sold by all bookstores. Mailed, postpaid, by the Publisher.

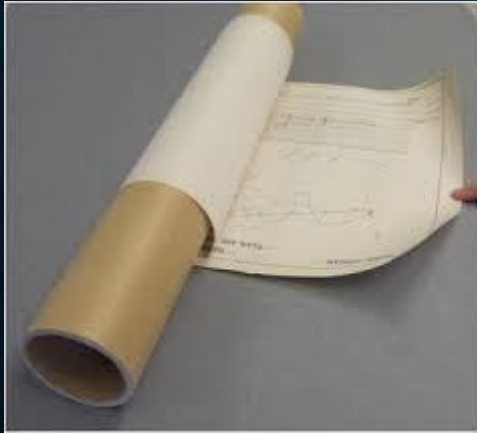
ROBERT BROTHERS, Boston.





Maps & Blueprints

Store flat or roll around an archival tube and tie with cotton tape



STORAGE



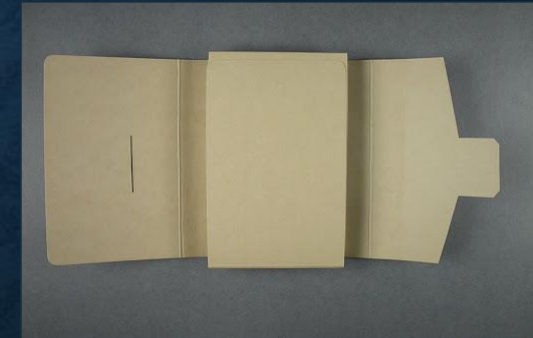
Oversized Volumes

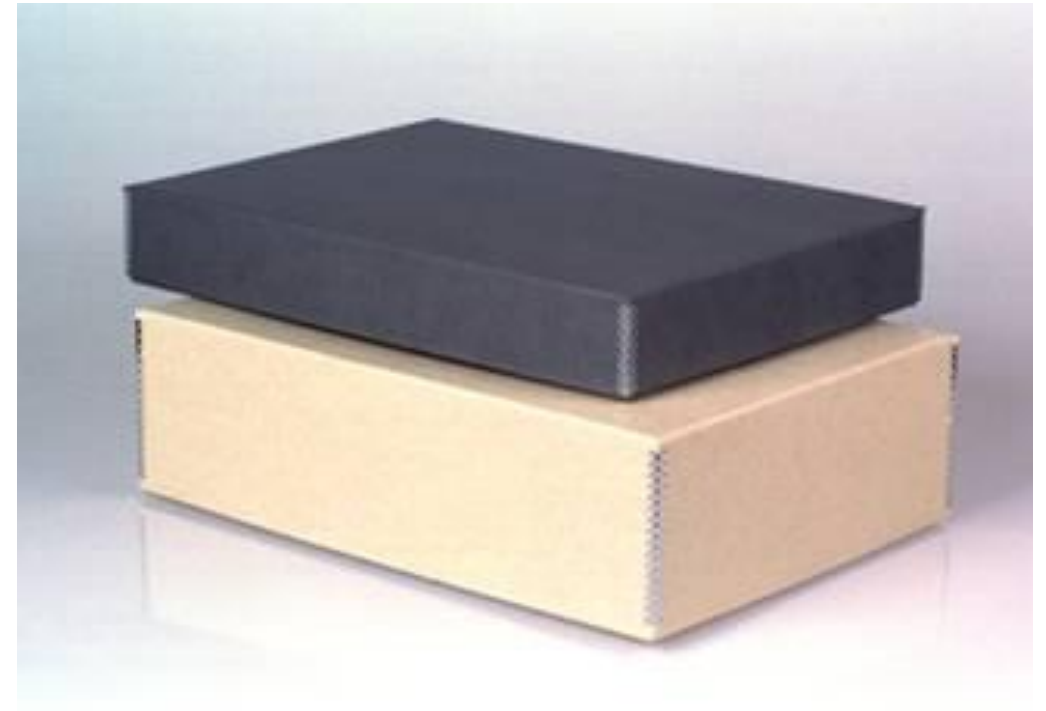
Shelve spine down or horizontal



Fragile Books

A simple four-flap enclosure



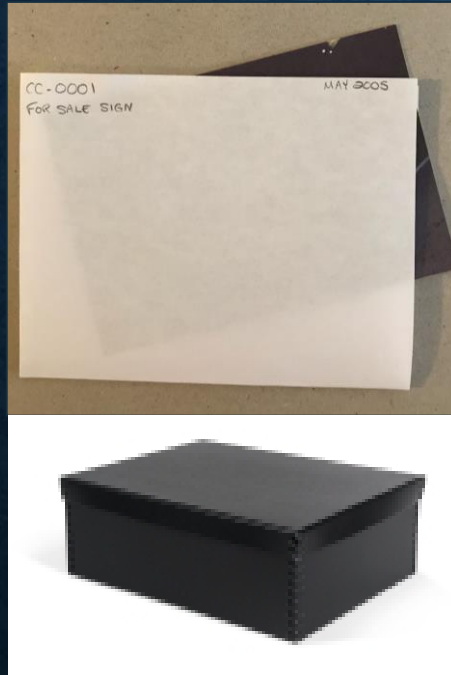


STORAGE

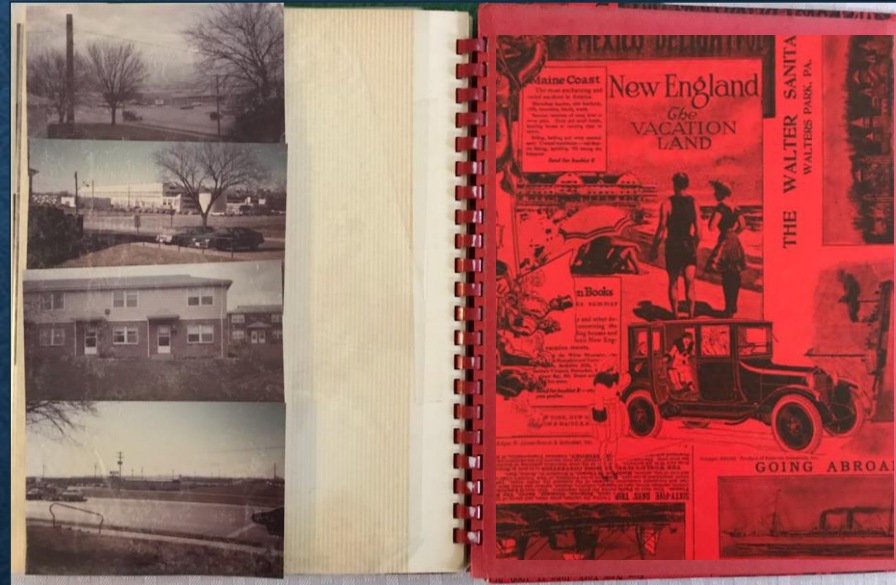
- Store photos in protective sleeves; polyester, polyethylene, or polypropylene only
- Look for lignin-free and alkaline buffered storage enclosures for records

PROTECTING AND STORING PHOTOS

Simple Sleeves



Problematic Photo Albums



DOCUMENT STORAGE



ACCESS

- No food, drinks, or pens
- Use book cradles
- Allow photos without flash
- Digitize fragile items





[First Records of the Carson Valley \(1851\) in the Archives](#)

One hundred fifty years ago, there were three small non-Indian settlements in what became Nevada. One group of settlers arrived in Carson Valley on June 6, 1851 from the Salt Lake area of Utah Territory. Lead by Col. John Reese the all-male party lost no time in erecting a trading post to serve travelers to California and clearing land for vegetables and other crops. Soon the post, known as Mormon or Reese's Station, included a blacksmith shop, saw mill, general store, hotel, and corral. For a detailed look at the first records left behind by Nevada's first European-Americans, click the icon below.



[Click here to download *The First Records of the Carson Valley*](#)

ACCESS TO FRAGILE ITEMS



HISTORY OF THE LIBRARY



Active Records

- Practice proper records management
- Use local government retention schedules to determine what to keep and for how long
- Maintain meeting minutes online when possible to allow for easy public access

Archival Records

- Long-term storage of paper records should be in proper boxes and folders
- Remove staples, paper clips, and rubber bands
- Create an index of storage locations for easy retrieval

Public Libraries

Acquisition Records

LRDA # 20070959

Description	Minimum Retention Period	Disposition	Legal Citations	References
This record series consists of records relating to the acquisition of library materials including but not limited to books, periodicals, software, compact discs, videotapes, audiotapes, and film. This series may also include information related to the accession date, publisher and cost, date entered into or removed from the collection, and method of final disposal.	Until annual audit is completed	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 354.624	None

Applications for Library Card

LRDA # 20070950

Description	Minimum Retention Period	Disposition	Legal Citations	References
This record series consists of forms submitted by individuals to request borrowing privileges from a public library. Applications may include the individual's name, address, telephone number, date of birth, and/or social security number.	Until application is processed.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239.013, NAC 239.165 (1)(2)	None.

Catalog Records

LRDA # 20070951

Description	Minimum Retention Period	Disposition	Legal Citations	References
This record series consists of electronic or physical records identifying and describing books and other materials in public library collections.	Until superseded	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as	None	None

Public Libraries Page

<https://nsla.nv.gov/local-governments/retention-schedules>

Nevada State

• library • archives • public records

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Local Government Retention Schedules

Can't find what you are looking for? [Purpose updates](#) to Local Government retention schedules.

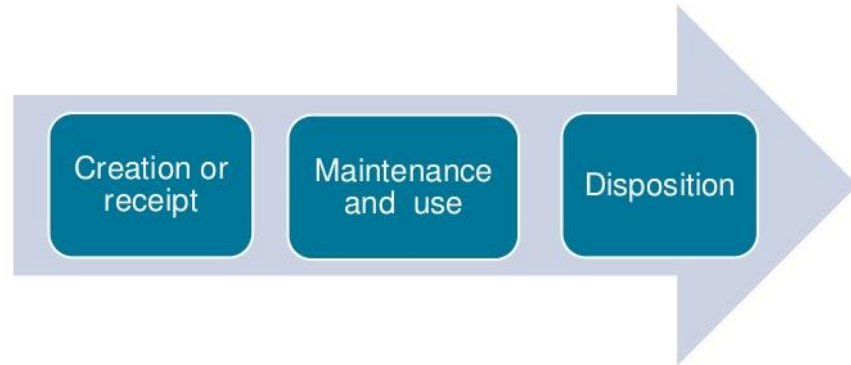
[Local Government Complete Records Retention Schedule](#)

[Local Government Functional Records Retention Schedules](#)

Local Government Complete Records Retention Schedules



The records lifecycle



Source: NARA

ELECTRONIC RECORDS

Long-term storage of e-records involves:

- Regular checks for bit rot
- Use of archival formats like .pdf or .tiff
- Migration to newest formats, when necessary
- Maintenance of legacy systems
- Storage space: on-site servers vs. cloud



2019 Nevada E-Records Forum

"A Record Runs Through It"

As Records Professionals, Records Run Through Us, Not Past Us!

<https://nevadaerecordsforum.com/>

Home / Planning and Implementing Electronic Records Management: A Practical Guide



Planning and Implementing Electronic Records Management: A Practical Guide

NOTE: Customers outside of North America (USA and Canada) should contact Facet Publishing for purchasing information.

LibraryThing Find it in WorldCat

f t e +

Description Table of Contents Reviews

Many organizations are moving away from managing records and information in paper form to setting up electronic records management (ERM) systems. There is a range of reasons for this: economic considerations may be the driver for change, or government policy initiatives may be coming into play. Whatever the reason in your organization, this book provides straightforward, practical guidance on how to prepare for and enable ERM. It sets out and explains the issues organizations need to consider in selecting a system, and the procedures required for effective implementation. Help is also given with the complexities of managing hybrid records during an interim period between paper and electronic record management.

The book is divided into three main parts covering the preparation for ERM, and its design and implementation. The key areas covered are:

- the underlying principles
- the context
- making a business case for ERM
- the main issues for design
- the information survey

<https://www.alastore.ala.org/content/planning-and-implementing-electronic-records-management-practical-guide>

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RESEARCH OUR RECORDS VETERANS' SERVICE RECORDS EDUCATOR RESOURCES VISIT US AMERICA'S FOUNDING DOCUMENTS

Federal Records Management

Home > Federal Records Management > Electronic Records Management Initiative (ERM)

Electronic Records Management Initiative (ERM)

 **E-GOV**

ATTENTION! This page has been superseded. The information listed below is no longer accurate. For NARA's current guidance please visit www.archives.gov/records-mgmt/policy/transfer-guidance.html. Please note that this page is available only as a technical and historical reference. This content will eventually be removed.

See *Guidance Products issued*

This page provides information on the E-Government Electronic Records Management Initiative, for which NARA is the managing partner. E-Government is part of the President's management agenda aimed at making it simpler for citizens to receive high-quality service from the Federal Government, while reducing the cost of delivering those services. The Electronic Records Management Initiative is one of 24 initiatives under E-Government. Records management is an important part of the infrastructure that will make E-Government work, and we are working closely with our partners to ensure success.

The Electronic Records Management Initiative will provide the tools that agencies will need to manage their records in electronic form, addressing specific areas of electronic records management where agencies are having major difficulties. This project will provide guidance on electronic records management applicable government-wide and will enable agencies to transfer electronic records to NARA in a variety of data types and formats so that they may be preserved for future use by the government and citizens. (from *E-Government Strategy*, February 27, 2002)

Records Management Resources

- Email Management
- Records Management FAQs
- Memorandums to Agency Records Officers
- Federal Records Centers (FRC)
- Guidance and Policy for Accessioning
- Records Management Policy and Guidance
- Records Management Self Assessment (RMSA)
- Records Management Training
- Electronic Records Archives (ERA)
- Basic Laws & Authorities
- Meetings & Activities

Operating Status & Schedules

View the National Archives Operating Status

<https://www.archives.gov/records-mgmt/initiatives/erm-overview>



DISPLAYING HISTORIC ITEMS

Hanging duplicates of historic photos keeps originals safe

If hanging original photos and documents, use archival matting and framing, non-destructive mountings, museum-quality glass or acrylic

Do not display documents or volumes in direct sunlight

When displaying volumes with pages open, turn the pages on occasion to keep them from fading

Limit the amount of time original items are displayed

Use locked displays for security



DISPLAY SUPPLIES

Archival Polypropylene **PHOTO CORNERS**



Safe, easy to use.
Won't harm your photos.

- Coins pour photos en polypropylène pour archives
- Esquineros para fotos de polipropileno apto para archivo

Main Use:
Mounting
Photos and Art

Size: 0.625 in
(1,5875 cm)
Qty: 500 Corners

LINECO



QUESTIONS?

RESOURCES

- Hollinger/Metal Edge
- Gaylord
- Demco
- Blick Art Materials
- Uline
- Brodart
- Nevada State Library, Archives and Public Records
- Northeast Document Conservation Center
- American Library Association
- Library of Congress



UPCOMING WEBINARS

- Basic Disaster Preparedness Planning
- Preserving Family History
- Get to Know The Nevada State Archives

THANK

Contact: emmore@admin.nv.gov
YOU!